

Lincoln Fire & Rescue - Management Policy
National Fire Academy Application Process (MP250.04 01/03)

LFR's Policy Regarding Application Process for the National Fire Academy

Implemented 01/03

Purpose

To provide employees with guidance on the application process to attend the National Fire Academy.

Procedure

Any LFR employee wishing to attend an on-campus course at the National Fire Academy in Emmitsburg, Maryland, must first ensure that they meet the pre-requisites of the course and that the information obtained will benefit themselves and LFR within their assigned position.

Information on national Fire Academy courses can be found on the internet located at: <http://www.usfa.fema.gov/dhtml/fire-service/nfa-abt1c.cfm#75-5>.

Several LFR forms must be filled out by the applicant, in order to ensure all of the necessary steps have been completed in the application process.

Steps to be completed:

Once an employee identifies a course that they are qualified to attend:

- They must fill out a National Fire Academy application form with all appropriate sections completed.
- A blank National Fire Academy application form must be signed and attached to the application form that is completed by the applicant.
- An LFR organizational chart must be attached to the application and the applicant position must be highlighted for use by the National Fire Academy.
- A National Fire Academy application check list, the applications, the LFR organizational chart, and a request to attend form must be forwarded to the training division for documentation.

Acceptance to the National Fire Academy

When an employee receives a letter of acceptance to the National Fire Academy, a copy must be submitted immediately to the account clerk. The account clerk will prepare an inter-departmental communication to the fire chief and mayor requesting permission to attend the National Fire Academy and a request for reimbursement of the meals. If fire administration approves this request, the account clerk will then request that a check be mailed to the National Fire Academy for payment for meals in advance of your arrival at the National Fire Academy.

Travel Arrangements

All employees will be responsible to make their own travel arrangements necessary to and from the National Fire Academy. All reimbursements from the National Fire Academy for travel will be the responsibility of the employee.

Employee Obligation

When an employee is accepted to the National Fire Academy, it will be the responsibility of the employee to provide to the training division and fire administration, a written report within ten (10) days after the class completion.